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#498

# **FARM EQUIPMENT and REPAIR PARTS**

**What Manufacturers  
Distributors and  
Dealers Should Do  
With Them in a  
National Emergency**

*Keep With Important Papers!*

PA-498

U.S. DEPARTMENT OF AGRICULTURE



# To Farm Equipment Manufacturers Distributors, and Dealers

In the United States, Puerto Rico, and Virgin Islands

This folder tells you what to do with your new farm machinery, equipment, and repair parts if there should be a surprise enemy attack on the United States, or if the President should declare a national emergency because an attack is believed imminent.

We must be prepared for prompt and effective action in case of an attack. Advance knowledge about what to do—both personally and professionally—will aid survival and recovery. Your cooperation will be needed.

The U.S. Department of Agriculture is responsible for programs relating to the domestic distribution of farm equipment and repair parts in an emergency. A standby order governing this distribution has been drafted in consultation with representatives of the Farm Equipment Institute and the National Retail Farm Equipment Association. It will be issued in an emergency to provide the legal basis for actions described in this folder.

## How To Use This Folder

- Study it thoroughly.
- Keep it with your important papers.
- Review it now and then.
- Show it to new personnel who should know its contents.
- Follow its instructions in an emergency.



# What To Do With NEW MACHINERY AND EQUIPMENT

## If You Are a Dealer

If a national emergency occurs, you must stop all sales and physical transfers of new farm machinery and equipment. You may not move any off your premises even to make delivery on sales previously made or agreed upon. There are two exceptions:

- (1) Items that need protection from fire, flood, attack damage, or other unusual hazards may be moved to the nearest facility that affords adequate protection.
- (2) You must comply with any directives from USDA Agricultural Stabilization and Conservation Service officials at your State and county levels.

The prohibition against sales and movements will be relaxed by USDA as soon as practicable. USDA will advise you as relaxation or changes occur and communications permit.

While the prohibition is in effect, any person who wants to buy new farm equipment for any use, including civil defense, should be referred to the local USDA Agricultural Stabilization and Conservation Service office. Used machinery and equipment may be sold or otherwise transferred unless USDA advises you that the prohibition has also been extended to it.

## If You Are a Manufacturer or Distributor

If a national emergency occurs, you must stop all sales and physical transfers of new farm machinery and equipment in domestic trade channels. You must not move any machinery or equipment off your premises even to make delivery on sales previously made or agreed upon. There are two exceptions:

- (1) Any items that need protection from fire, flood, attack damage, or other unusual hazards may be moved to the nearest facility that affords adequate protection.
- (2) You must comply with any directives from national headquarters of the U.S. Department of Agriculture, or from the USDA Regional Liaison Representative for the region in which the machinery or equipment is located<sup>1</sup>.

There probably will not be many of these directives.

The prohibition against sales and transfers will be relaxed by USDA as soon as practicable. USDA will advise you as relaxation or changes occur and communications permit.

<sup>1</sup> USDA has a Regional Liaison Representative in each of the following Regions:

1. Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Vermont, Puerto Rico, Virgin Islands.
2. Delaware, District of Columbia, Kentucky, Maryland, Ohio, Pennsylvania, Virginia, West Virginia.
3. Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee.
4. Illinois, Indiana, Michigan, Minnesota, Wisconsin.
5. Arkansas, Louisiana, New Mexico, Oklahoma, Texas.
6. Colorado, Iowa, Kansas, Missouri, Nebraska, North Dakota, South Dakota, Wyoming.
7. Arizona, California, Hawaii, Nevada, Utah.
8. Alaska, Idaho, Montana, Oregon, Washington.



# What To Do With REPAIR PARTS

## If You Are a Dealer

You may *sell* repair parts to users if two requirements are met:

- (1) The user or his representative signs a statement of emergency need for the repair part. The statement must appear on or be attached to the purchase order. It should read as follows:

"In accordance with the Defense Food Order and suborder now in force governing the distribution of repair parts for farm equipment, I certify, subject to criminal penalties for misrepresentation, that all the repair parts covered by this purchase order are presently necessary to replace worn-out or broken parts (on which repair is not practicable) to put my (*name equipment*) in serviceable condition and are not for stock; that I do not have another order in effect with any person for any of these parts; and that the parts will be used only on the aforesaid equipment.

".....  
(Signature of user, or name of ..... (Date)  
user and signature of his representative)

".....  
"(Address of user if not shown elsewhere)"

- (2) In addition, the part or parts to be replaced must be surrendered to the dealer, unless he determines this is not practicable.

You may *get* your repair parts as follows:

- (1) *Regular order:* Follow the procedure prescribed by your supplier for regular or customary replenishment of your stock of repair parts.
- (2) *Special order:* You may submit a special order for parts *under one condition:* When you have received a customer's order, together with the related emergency certificate prescribed above, for a part or parts that you do *not* have in stock.

When this condition exists, you may prepare a special order to your supplier. This order requires the supplier to give it preferential handling. A special order is prepared by adding the words "Supported by emergency certificate" to the order otherwise required by your supplier.



## If You Are a Manufacturer or Distributor

You should distribute repair parts to dealers as equitably as possible under existing conditions in accordance with your own policies and procedures.

You must give preference to dealers' "special orders" which are supported by the emergency certificate. Each special order a distributor receives shall be satisfied *before* filling any regular order on hand for the same part. If unable to satisfy the special order from his stock, he may similarly extend it to his manufacturer. The manufacturer should likewise satisfy each special order before filling any regular order for the same part.

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## What To Do With Undeliverable EQUIPMENT AND PARTS IN TRANSIT

Some farm machinery, equipment, and repair parts in transit at the beginning of an emergency may not reach their destination because of emergency conditions. The carrier's representative is to try to get information from the shipper on the disposition of undeliverable shipments. If he cannot get this information, he is to notify USDA county officials about the shipment. These USDA officials are to assume responsibility for the shipment and make arrangements for it to be held in storage pending instructions on its disposition.

# PLAN TO SURVIVE

The message of this folder has no meaning for persons and businesses that fail to survive. Plan now for survival of yourself, your family, and your business.

## Self-Survival—It's Your Decision

- Support your community in developing and planning for the use of public fallout shelters and an effective civil defense program.
- If public shelters are not available or you prefer a private shelter, provide for your protection and emergency survival supplies.

## Business Survival—Also Your Decision

- Encourage your employees to support the public fallout shelter program or to prepare and stock their own shelters.
- Consider providing a fallout shelter at your place of business for your employees and visitors.
- Plan for continuity of management and operations, including alternative sources of parts and components from non-target areas.
- Protect vital records and documents. Consider duplicating and storing them in an alternate safe place.
- Consider additional fire protection for business facilities. Your local fire department may be ineffective or inoperable because of emergency conditions.
- Be alert to possibility of sabotage.
- Plan for emergency repair and restoration of business facilities if damage is light to moderate.

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